

ROLE SPECIFICATION

EXECUTIVE DIRECTOR



Executive Director

Reporting to – Chairman

Web: <http://www.frontlinedefenders.org>

The Executive Director of Front Line Defenders will report to the Board of Trustees through the Chairman.

Front Line Defenders was founded in Dublin in 2001 with the specific aim of protecting human rights defenders at risk (HRDs), people who work, non-violently, for any or all of the rights enshrined in the [Universal Declaration of Human Rights](#) (UDHR). Front Line Defenders addresses the protection needs identified by HRDs themselves.

Front Line Defenders maintains its headquarters in Dublin, an EU Office in Brussels, and regionally-based field staff in the Americas, Asia, Africa and the Middle East. Front Line Defenders provides rapid and practical support to human rights defenders at risk through:

- international advocacy on behalf of human rights defenders at risk, including emergency support for those in immediate danger;
- grants to pay for the practical security needs of human rights defenders;
- trainings and resource materials on security and protection, including digital security;
- rest, respite and other opportunities for human rights defenders dealing with extreme stress;
- opportunities for networking and exchange between human rights defenders, including at the biennial Dublin Platform;
- the annual Front Line Defenders Award for Human Rights Defenders at Risk;
- an emergency 24-hour phone line for human rights defenders operating in Arabic, English, French, Russian and Spanish.

Vision, Mission and Core Values of Front Line Defenders

VISION; Human Right Defenders at the local and national level are recognised to be essential actors in the struggle for human rights and enjoy the freedom and security to undertake their legitimate activities.

MISSION; The mission of Front Line Defenders is to protect, defend, support, and act for and with Human Rights Defenders whose lives and health are at risk because of their peaceful and legitimate activities.

CORE VALUES; In providing protection and support to human rights defenders, Front Line Defenders Executive Director and its staff are committed to:

- focusing on the primacy and centrality of defenders
- demonstrating profound respect and empathy for defenders
- meeting the needs expressed by the defenders in a fast, flexible and relentless manner
- achieving tangible impact
- acting with independence, impartiality and integrity

- performing with dedication, professionalism and accountability
- showing transparency and openness
- developing participative and cooperative relations

The Position

The Executive Director represents Front Line Defenders externally

In this leadership role the key responsibilities are to lead;

- In the strategic planning and development of Front Line Defenders.
- The policy development and financial management of the organisation.
- By developing and implementing a fundraising programme in line with the Strategic plan.
- In undertaking responsibility for fundraising presentations
- By overseeing advocacy & lobbying strategies on behalf of HRDs.
- In ensuring effective action on behalf of HRDs at risk;
- In managing specific responsibility with Irish Government, UN, specific non EU countries and other IGOs as relevant.
- In servicing the Board of Trustees
- In taking full responsibility for supportive and emergency grant allocations (over one million euros annually)
- In motivating and developing staff
- In ensuring the vision, mission and core values of the organisation are upheld

He/she should have at least 5 years of working at a senior level for the protection of human rights defenders/or equivalent experience in a human rights based activity/organisation in a leadership role and have experience of management, budgeting, planning and evaluation. The Executive Director will have strong communication and analytical skills. He/she will have an understanding of the political environment for human rights defenders and have excellent political judgment.

He/she will have a high level of interpersonal skills and will lead by example to motivate staff and ensure the values and culture of the organisation are maintained.

Required Qualifications / Competencies

- Proven experience of working in an international context for the protection of human rights/human rights defenders
- Proven leadership and management experience in a similar field with a clear understanding of the political environment and context for human rights defenders
- A third level qualification ideally in the area of human rights, law, politics, international relations or relevant discipline.
- Personal leadership, initiative and proactivity
- Capable of identifying and resolving potential problems before they arise
- Sound decision making, extremely well organised and structured in approach to work
- Excellent written and verbal Communication and presentation skills

- Experience of the duties and responsibilities of fundraising
- Provide thought leadership in the role

Personal Qualities and Attributes:

- A high level of energy and enthusiasm
- Excellent political judgement
- A visionary with the ability to see 'the big picture'.
- A strong sense of commitment to the organisation and the HRDs
- Considerable flexibility
- Excellent interpersonal skills and emotional intelligence
- An evident ability to motivate and inspire trust

Salary: Competitive

The position will be based in Dublin but will involve frequent travel

For further information:

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